



APPLICANT INFORMATION FOR THE POSITION OF SBI SPECIAL AGENT TRAINEE

(Do not return with applicant packet)



RECRUITMENT AND SELECTION

State Applications (Form PD-107) must be forwarded to the North Carolina Department of Justice Human Resources Section. Applications should not be forwarded to the SBI. Applications for SBI Special Agent Trainee positions **will only be accepted by the Department of Justice Human Resources Section** and **during a specified recruitment time period**. Applications do not remain on file from one recruitment time period to the next. The recruitment time period will be established as vacancies occur. SBI vacancies are listed on the Internet, the DOJ Human Resources Section Job Line, the Employment Security Commission and usually in local libraries. To query for SBI vacant positions: **www.ncdoj.com**

SPECIAL AGENT EMPLOYMENT REQUIREMENTS/AGREEMENT:

1. Must be a responsible and law abiding citizen of the United States with high moral character and personal integrity.
2. Must be at least 21 years of age.
3. Must have a four-year degree or an advanced degree from a resident college/university certified by one of the six Regional Accreditation Associations.
4. Must have, or be eligible for, a valid North Carolina Driver's License.
5. Successfully complete a comprehensive background investigation.
6. Successfully complete a pre-employment pre-screening fitness assessment, polygraph, psychological evaluation, medical examination, and urinalysis drug test.
7. Accept employment under one (1) year probationary status, which includes successful completion of the SBI Special Agent Academy, approximately three (3) months and BLET four and a half (4 ½) months in duration.
8. Accept permanent assignment anywhere within North Carolina.
9. Accept temporary assignments anywhere or anytime.
10. Accept job responsibility in any area of criminal investigations, homicide, burglary, arson, drugs, etc.
11. Accept assignments requiring overtime, irregular hours; day or night, any day of a week or holidays.
12. Accept assignments requiring undercover investigation.
13. Accept assignments requiring travel and for extended periods of time.
14. Must be willing to carry and use a firearm.
15. Willing to use deadly force, if warranted, to protect his or her life or the life of someone else. (Must be willing to take a person's life should circumstances dictate.)

Questions 8 and 12 do not apply to Crime Laboratory Agents

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AUTOMATIC DISQUALIFIERS

1. *Mis-stated, omitted information, or falsely stating any information, in writing or orally, during the course of the application process.*
2. *Conviction of a felony or other serious crime.*
3. *Refusal to submit to a pre-employment polygraph, psychological evaluation, medical examination, pre-screening fitness assessment and urinalysis drug test.*
4. *Use of marijuana within three (3) years of the date of your State Application for Employment (Form PD-107); or evaluated on recency and frequency.*
5. *Failure to meet any of the minimum requirements and/or standards for law enforcement officers, as mandated by the N. C. Criminal Justice Education and Training Standards Commission.*
6. *Must have a favorable consumer credit rating which would be reflected on a credit report.*
7. *Specific and detailed drug related questions will be covered during the background process and evaluated accordingly.*

SALARY

Salaries for special agent positions depend upon the field or laboratory assignment. Salary for experienced law enforcement officers will be based upon training, experience and equity. Subsequent salary progressions are associated with the length of traineeships and are dependent upon satisfactory performance in the area of assignment.

1. *A N.C. State Employment Application Form (PD-107) must be submitted to the DOJ Human Resources Section for each position applied for. The position number must be included on the form with the position title.*
2. *The completed SBI Special Agent Application Packet must be returned to the DOJ Human Resources Section no later than 5:00 p.m. on the closing date of the posting. The North Carolina State Employment Application Form (PD-107) is not considered a complete application for this position. Resumes are not accepted in lieu of the SBI Special Agent Application Packet.*
3. *Senate Bill 886 was ratified during the 1997 legislative session, amending Chapter 126 of the State Personnel Act to provide for the open, fair, and non-political selection of the most qualified applicant for state government employment.*

THE N. C. DEPARTMENT OF JUSTICE - SBI IS AN EQUAL OPPORTUNITY EMPLOYER